

Records Management Report Follow Up

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<u>Report Date</u>	<u>Department</u>	<u>Findings</u>	<u>Status*</u>	<u>Follow-Up Date</u>	<u>Retention Schedule</u>
11/25	Corp. Graphic Services D. Hancock	1. M. May to transfer 2 drs. to CRC. 2. M. May to reduce 4 drs. to 2 drs. for Form Samples.			
11/25	Corp. Communications Services C. Frank	File Space Sufficient.			
11/25	Corp. Staff Services Administration A. Gagliardo	1. Following equipment required at work stations: a) Storage cabinet - C. McLaughlin b) File cabinet - D. Fajen c) Counter-top card file cabinet - C. McQueen	S.M. notified.		Approved
11/25	Corp. Operations Facilities Planning R. Amico	File Space Sufficient.			Signed by department
12/3	Int'l EDP & Systems H. Wang	Remaining at 100 Park.			"
12/3	Corp. Art Department J. Urbain	1. Three 5-dr. cabinets required for Art files.	S.M. notified.		"
12/11	Int'l Customer Sales Administration B. Coombs	Remaining at 100 Park.			Approved
12/11	Int'l Customer Service Traffic E. Strauhs	Remaining at 100 Park.			"

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12/11	Int'l Customer Service Materials & Supplies A. Golay	Remaining at 100 Park.			Approved
12/11	Corporate Audit M. Kenny	Remaining at 100 Park.			Signed by department
12/17	Int'l Customer Service Director P. Trentacoste	Remaining at 100 Park.			Approved

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B Fee - MB / W/BW

Betty Tuck - F. Saunders
2409
2nd floor

floor	Department/Name	Equipment/ # of Cabinets	120 Location	Report Date
4	Corp. Financial Relations Group/ G. Knox	5 36" cabinets (5 drs. ea.)	Corporate Relations & Communications File Room	7/10
4	Corp. Communications Research/ J. Mebane	2 36" cabinets (5 drs. ea.)	File Room	7/14
4	Corp. Employee Communications/ B. Peters	Equipment presently located in Photo Room	Photo Room	7/31
4	Corp. Relations & Communications/ F. Saunders	2 36" cabinets (5 drs. ea.)	File Room	7/23
4	Corp. Editorial Services/ Communications E. Collins	2 36" cabinets (5 drs. ea.)	Editorial Services File Room	7/23
5	Corp. Transportation/ C. Monahan	2 36" cabinets (5 drs. ea.)	Central area of Transportation Dept.	11/2
5	B. Carroll	2 36" cabinets (5 drs. ea.)	"	"
.5	W. Barnes	1 36" cabinet (5 drs.)	"	"
25	V. Kelly	1 36" cabinet (2 drs.)	"	"
25	Corp. Planning/ R. Critchell	2 18" w 4-dr. cabinets 1 36" w overhead cabinet (supported on above 2 cabinets) 2 36" cabinets (5 drs. ea.) 2 15" cabinets (5 drs. ea.) 4 18" cabinets (5 drs. ea.) 1 table (approx. 40")	File Room	8/31

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<u>Floor</u>	<u>Department/Name</u>	<u>Equipment/ # of Cabinets</u>	<u>120 Location</u>	<u>Report Date</u>
25	Corp. Consumer Affairs & Corp. Contributions/ [REDACTED]	4 36" cabinets (5 drs. ea.)	File Room	2/2
4	Corp. Publications & News Services/ F. Leonard	5 36" cabinets (5 drs. ea.)	Work Room	7/10

J.B.

MARIA
BECK.

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